

Division of Mental Retardation Services
West Tennessee Regional Training Calendar

- Please contact **Eunice Williams**, Regional Trainer, at (901) 213-1822, **Bobbie Evans**, Regional Trainer, at (731) 421-5165 or **Loretta Motley**, Regional Training Coordinator, at (901) 213-1821, to make reservations for training in **West Tennessee**. **Registration is required for all training. Classes will begin promptly as listed.**
- Please note that the following schedule is subject to change. Contact **Bobbie**, **Eunice** or **Loretta** for **most current information**.
- If you have additional training needs that cannot be met by the dates and/or topics scheduled below, contact **Bobbie**, **Eunice** or **Loretta** with your questions. Self-Determination and other courses are scheduled upon request.
- To schedule Grier Decree Appeals Process training, please contact Janet Neihoff at **(731) 423-5889**.
- Additional health related training such as Diabetes Mellitus, Diabetes Mellitus and Insulin Administration, Epi-Pen and Medication Self-Administration are scheduled upon request. For more information, please contact **Rosie Kee** at **(901) 213-1858**.
- Additional physical and nutritional management training such as Introduction to Physical Nutritional Management, Mealtime Oversight, Comprehensive Physical and Nutritional Management, Sensory Dysfunction and Treatment Avenues and Menu Planning are scheduled upon request. For more information, please contact Kimberly Musicante at **(901) 213-1844**.
- To schedule PCM training, please call Elise May at **(901) 213-1888**.
- To schedule additional training for A Guide to Nutrition Resources contact Carolyn Foster at **(901) 213-1848**.

Please distribute this calendar to staff within your agency.

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
APRIL 2004				
04/01/04	Pre-service and Core Training	New Employee Orientation	New Regional Office Employees	Jackson Regional Office 37 Executive Drive Jackson, TN
8:30 a.m. – 4:00 p.m.		Bobbie Evans Eunice Williams		Training Room

- **Registration is required for all classes. Please call: Bobbie Evans (731) 421-5165, Eunice Spencer Williams (901) 213-1822 or Loretta Motley (901) 213-1821**
- **For Physical and Nutritional Management Training (PNMT) contact Pat Walton at (901) 213-1842.**

DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
04/05/04 9:00 a.m. – 3:00 p.m.	Train-the-trainer Competency based	“What Is Abuse? How Do We Prevent It?” and Effective Training Techniques Eunice Williams Bobbie Evans	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room
4/6/04 10:00 a.m. – Noon	Competency based Train-the-trainer	Discharge Planning Class limit: 8	Agency nurses, agency Trainers, ISC's	Memphis Regional Office 8383 Wolf lake Drive Bartlett, TN Conference Room #2
04/07/04 10:30 a.m. – Noon	Quarterly Meeting		West TN Training Coordinators and/or training contacts	Jackson Regional Office Conference Room 37 Executive Drive Jackson, TN
04/08/04 9:00 a.m. - noon	Competency based	Self-Determination Eunice Williams	Provider Agencies, ISC agencies, Regional Office staff, stakeholders, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Training Room
04/08/04 9:30 a.m. - 11:30 a.m.	Competency based Train-the-trainer	Discharge Planning Rosie Kee, RN Nurse Educator	Agency nurses, agency Trainers, ISC's	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
04/12/04 10:00 a.m. - noon	In-service	A Guide to Nutrition Resources Class limit: 10 Carolyn Foster	Residential providers (home managers, program coordinators and direct care staff) and other interested persons	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Conference Room #2
04/13/04 9:00 a.m. – 3:00 p.m.	Train-the-Trainer	ISP Overview & Effective Training Techniques Eunice Williams	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Training Room
04/13/04 9:00 a.m. – 4:30 p.m.	Train-the-trainer Competency based	Seizure Training Class Limit: 8 Rosie Kee, RN Nurse Educator	Provider agency nurses and direct care staff	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Conference Room #2
04/14/04 9:00 a.m. - 3:00 p.m.	Train-the-trainer	Individual Rights & the ADA and Effective Training Techniques Bobbie Evans	Provider Agencies, ISC agencies, Regional Office staff, stakeholders, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
04/26/04 9:00 a.m. – 3:00 p.m.	Train-the-trainer Competency based	“What Is Abuse? How Do We Prevent It?” and Effective Training Techniques Bobbie Evans Eunice Williams	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Conference Room #1
04/26 & 27/04 8:30 a.m. – 4:30 p.m. 04/28 & 29/04 8:30 a.m. - 4:30 p.m. (Time to be arranged during class)	Competency based	Challenges in Physical Management Mealtime Challenges Check-offs Regional PNMT	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Training Room
04/27/04 9:00 a.m. – 4:30 p.m.	Train-the-trainer Competency based	Health Care Planning/Physical Status Review Class limit: 8 Rosie Kee Nurse Educator	RN's & LPN's <u><i>Please bring healthcare plan resources</i></u> For information, please call Rosie Kee at (901) 213-1858	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Conference Room #2

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
05/07/04 9:00 a.m. – 1:00 p.m.	Train-the-trainer Competency based	Incident Management & Abuse Investigations Policy Doug Clark	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room
05/07/04 Following Incident Management Training	Competency based	Effective Training Techniques Bobbie Evans	Agency Trainers	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room
05/10/04 1:00 p.m. – 3:00 p.m.	In-service	A Guide to Nutrition Resources Class limit: 10 Carolyn Foster	Residential providers (home managers, program coordinators and direct care staff) and other interested persons	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Conference Room #2

- Registration is required for all classes. Please call: Bobbie Evans (731) 421-5165, Eunice Spencer Williams (901) 213-1822 or Loretta Motley (901) 213-1821
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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
05/10 & 11/04 8:30 a.m. – 4:30 p.m.	Competency based	Challenges in Physical Management	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN
05/12 & 13/04 8:30 a.m. - 4:30 p.m.		Mealtime Challenges		
(Time to be arranged during class)		Check-offs Regional PNMT		Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
05/11/04	Competency based	Healthcare Management – Comprehensive assessment (RN's only)	Registered Nurses Only	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN
		<u>(The prerequisite for this course is PSR/HCP)</u>	<u>(Please bring assessment supplies)</u>	
9:00 a.m. – 4:30 p.m.		Class limit: 8		
		Rosie Kee Nurse Educator	Please call Rosie Kee for information at (901) 213-1858	Conference Room #2
05/11 – 14/04	Pre-service/Core Training	Independent Support Coordination	ISC'S, RO staff, Provider agency staff, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN
8:30 a.m. – 4:00 p.m.		Bobbie Evans Eunice Williams		Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
05/13/04	Competency based	Healthcare Management – Comprehensive assessment (RN's only)	Registered Nurses Only	Jackson Regional Office 37 Executive Drive Jackson, TN
9:00 a.m. – 4:30 p.m.		<p><u>(The prerequisite for this course is PSR/HCP)</u></p> <p>Rosie Kee Nurse Educator</p>	<p><u>(Please bring assessment supplies)</u></p> <p>Please call Rosie Kee for information at (901) 213-1858</p>	Training Room
05/17/04	Pre-service and Core Training	New Employee Orientation	New Regional Office Employees	Jackson Regional Office 37 Executive Drive Jackson, TN
8:30 a.m. – 4:00 p.m.		Eunice Williams Bobbie Evans		Training Room
05/17 & 18/04 8:30 a.m. – 4:30 p.m.	Competency based	Challenges in Physical Management	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN
05/19 & 20/04 8:30 a.m. - 4:30 p.m.		Mealtime Challenges		
(Time to be arranged during class)		Check-offs Regional PNMT		Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
05/18/04 9:00 a.m. - 4:30 p.m.	Competency based	Orientation to Community Nursing Class limit: 8 Rosie Kee Nurse Educator	Nurses new to DD and provider agencies requiring information regarding nursing issues	Memphis Regional Office 8383 Wolf lake Drive Bartlett, TN Conference Room #2
05/18/04 9:00 a.m. – 1:00 p.m.	Train-the-Trainer	TQI /Settlement Agreement & Effective Training Techniques Sherry Turner	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room
05/19/04 9:00 a.m. – 3:00 p.m.	Train-the-trainer Competency based	“What Is Abuse? How Do We Prevent It?” and Effective Training Techniques Eunice Williams Bobbie Evans	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room
05/20/04 9:00 a.m. - noon	Train-the-trainer	ICAP Bobbie Evans Eunice Williams Loretta Motley	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
05/21/04 9:00 a.m. - 1:00 p.m.	Train-the-trainer	Individual Rights & the ADA and Effective Training Techniques Eunice Williams	Provider Agencies, ISC agencies, Regional Office staff, stakeholders, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Training Room
05/21/04 9:00 a.m. – 4:00 p.m.	Competency based	Service Plan Training Cathy Dunn	ISC agency staff, Provider agency staff, Regional Office staff	Memphis Regional Office 8383 Wolf Lake Drive Memphis, TN Conference Room #1
05/24/04 9:00 a.m. - noon	Competency based	Self-Determination Bobbie Evans	Provider Agencies, ISC agencies, Regional Office staff, stakeholders, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room
05/25/04 9:00 a.m. – 4:30 p.m.	Train-the-trainer Competency based	Health Care Planning/Physical Status Review Class limit: 8 Rosie Kee Nurse Educator	RN's & LPN's For information, please call Rosie Kee at (901) 213-1858	Memphis Regional Office 8383 Wolf Lake Drive Memphis, TN Conference Room #2

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
05/26/04 9:00 a.m. – 1:00 p.m.	Train-the-Trainer	ISP Overview & Effective Training Techniques Bobbie Evans	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room
05/27/04 9:00 a.m. – 4:30 p.m.	Train-the-trainer Competency based	Seizure Training Rosie Kee, RN Nurse Educator	Provider agency nurses and direct care staff	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room
05/28/04 9:00 a.m. – 3:00 p.m.	Train-the-trainer Competency based	“What Is Abuse? How Do We Prevent It?” and Effective Training Techniques Bobbie Evans Eunice Williams	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Training Room
JUNE 2004				
06/01/04 8:30 a.m. – 4:00 p.m.	Pre-service and Core Training	New Employee Orientation Eunice Williams Bobbie Evans	New Regional Office Employees	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
06/08/04	Competency based	Healthcare Management – Comprehensive assessment (RN's only)	Registered Nurses Only	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN
		<u>(The prerequisite for this course is PSR/HCP)</u>	<u>(Please bring assessment supplies)</u>	
9:00 a.m. – 4:30 p.m.		Class limit: 8		
		Rosie Kee Nurse Educator	Please call Rosie Kee for information at (901) 213-1858	Conference Room #2
06/10/04	Competency based	Healthcare Management – Comprehensive assessment (RN's only)	Registered Nurses Only	Jackson Regional Office 37 Executive Drive Jackson, TN
		<u>(The prerequisite for this course is PSR/HCP)</u>	<u>(Please bring assessment supplies)</u>	
9:00 a.m. – 4:30 p.m.		Rosie Kee Nurse Educator	Please call Rosie Kee for information at (901) 213-1858	Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
06/14/04 10:00 a.m. - noon	In-service	A Guide to Nutrition Resources Class limit: 10 Carolyn Foster	Residential providers (home managers, program coordinators and direct care staff) and other interested persons	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Conference Room #2
06/15/04 8:30 a.m. – 4:30 p.m.	Train-the-trainer	Medication Administration for unlicensed personnel Class Limit: 8 Rosie Kee, RN Nurse Educator	RN's only	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Conference Room #2
06/15 – 17/04 06/15 & 06/16 8:30 a.m. – 4:00 p.m. 06/17/04 8:30 a.m. – 1:00 p.m.	Competency based	Meeting Management Bobbie Evans Eunice Williams	ISC Agencies, Regional Office Staff, Provider Agencies, other interested Community	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Training Room
06/21/04 9:00 a.m. – 1:00 p.m.	Workshop	Preventing Abuse, Neglect and Mistreatment: Effective Strategies for Managers Eunice Williams Bobbie Evans	Executive Staff & Managers	Jackson Regional Office 37 Executive Drive Jackson, TN Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
06/21 & 22/04 8:30 a.m. – 4:30 p.m.	Competency based	Challenges in Physical Management	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN
06/23 & 24/04 8:30 a.m. - 4:30 p.m.		Mealtime Challenges		
(Time to be arranged during class)		Check-offs		
		Regional PNMT		Training Room
06/22/04	Train-the-trainer Competency based	“What Is Abuse? How Do We Prevent It?” and Effective Training Techniques	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Jackson Regional Office 37 Executive Drive Jackson, TN
9:00 a.m. – 3:00 p.m.		Eunice Williams Bobbie Evans		Training Room
06/22/04	Train-the-trainer Competency based	Seizure Training	Provider agency nurses and direct care staff	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN
9:00 a.m. – 4:30 p.m.		Class Limit: 8 Rosie Kee, RN Nurse Educator		Conference Room #2
06/24/04	Train-the-trainer Competency based	Seizure Training	Provider agency nurses and direct care staff	Jackson Regional Office 37 Executive Drive Jackson, TN
9:00 a.m. – 4:30 p.m.		Rosie Kee, RN Nurse Educator		Training Room

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DATE/TIME	TYPE OF TRAINING	TOPIC/ INSTRUCTOR	TARGETED PARTICIPANTS	LOCATION
06/28/04 9:00 a.m. – 3:00 p.m.	Train-the-trainer Competency based	“What Is Abuse? How Do We Prevent It?” and Effective Training Techniques Bobbie Evans Eunice Williams	Provider agencies, ISC agencies, Regional Office staff, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Training Room
06/29/04 8:00 a.m. – 4:00 p.m.	Competency based training	Abuse & Neglect Prevention for Support Staff Bobbie Evans Eunice Williams	Provider agency support staff <i>Working lunch – please bring your lunch</i>	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Conference Room #1
06/29/04 9:00 a.m. - 4:30 p.m.	Competency based	Orientation to Community Nursing Class limit: 8 Rosie Kee Nurse Educator	Nurses new to DD and provider agencies requiring information regarding nursing issues	Memphis Regional Office 8383 Wolf lake Drive Bartlett, TN Conference Room #2
06/30/04 1:00 p.m. - 4:00 p.m.	Competency based	Self-Determination Eunice Williams	Provider Agencies, ISC agencies, Regional Office staff, stakeholders, families, guardians, advocates	Memphis Regional Office 8383 Wolf Lake Drive Bartlett, TN Training Room

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